

# 2018 Year End eMARS 3.11 User Group Meeting March 29, 2018



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# Agenda

**Opening Remarks**

**Housekeeping**

**Treasury**

**Soft Go-Live**

**Vendors**

**2018 Year End**

**New Year/3.11**

Ed Ross

Barbara Aldridge-Montfort

Dennis Paiva

Barbara Aldridge-Montfort

Anna Haydon

Barbara Aldridge-Montfort

Barbara Aldridge-Montfort

**Q & A**

# eMARS Availability

## Standard Availability

Monday – Sunday -- 7:00 am through 7:00 pm

## Exceptions

eMARS (3.10 & 3.11) will be unavailable beginning at **noon June 30, 2018 -- July 4, 2018.**

Any changes will be posted at the News and Alerts link at:

<http://finance.ky.gov/services/statewideacct/Pages/default.aspx>

# 2018 Closing Schedule



The Fiscal Year End 2018 Closing Schedule is posted at:

<https://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>

# Agency Contacts

- Verify all agency contacts on the *Agency Contact Listing*
- New *Agency Delegation & Contact Information Packet* located at:  
<http://finance.ky.gov/internal/eMARS/Agency+Contacts.htm>.
- Electronic Signatures
- Auto email to Finance.CRCGroup@ky.gov

# CRC Contact Info

- CRC Phone coverage will be limited beginning April 1
- Users may contact CRC via email:  
[Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)
- Or contact a CRC representative directly



# SPR1

Final day to submit SPR1's for approval is June 22<sup>nd</sup>.

Don't Miss the  
**DEADLINE!**



# OPS Approval Reminders

- OPS rejections slow down approval process
- Review Documents thoroughly prior to submitting for approval
- Ensure all corrections on rejected documents have been completed
- Ensure document has been assembled or re-assembled properly
- Attach all required documentation including the signed and notarized Required Affidavit for Bidders, Offerors and Contractors
- Include *Delivery Date* for goods or services on requisitions





# Gone Phishing?

From: [procure@ky.gov](mailto:procure@ky.gov)

To:

Sent: 3/27/2018 2:34:07 PM Central Standard Time

Subject: Bid Notification (Commonwealth of Kentucky)

We are notifying all diverse suppliers, service providers, contractors, subcontractor and consultants to validate their contact details with the procurement department (Commonwealth of Kentucky).

We will be sending project bids to all vendors we have on file. It is mandatory you verify your contact information you have with us to avoid missing out on the contract bids.

Use the link to update your recent contact information and view lists of contracts available for bids.

Requesting Department: Procurement Services

Buyer Name: Joan Graham

Buyer Phone: (502)564-4510

Note: If your browser won't take you to the contract bid information, look out for our next email.

Regards,

Joan Graham, CPPO, CPPB Executive Director

*Kentucky Finance and Administration Cabinet*

Office of Procurement Services

702 Capitol Ave.

Capitol Annex Room 096

Frankfort, Kentucky 40601

Phone (502) 564-4510

Fax (502) 564-1434



# Treasury



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# Escheated Checks

- Uncashed checks with issue date greater than 1 year
- Send verified requests for re-issue to Treasury Stale Checks email group (check on global – or to Toni.Donoho@ky.gov)
  - In the request include:
    - Bank Account (GA, UA, TA, etc.)
    - Check Number
    - Issue Date
    - Amount
    - Payee Name



# Stop Payment

## ➤ Minimize the risk of a lost check being cashed—Issue a Stop Payment

— Send the following check information to

[Stop.Payments@ky.gov](mailto:Stop.Payments@ky.gov)

(Treasury Stop Payments – in global)

- Bank Account (GA, UA, TA, etc.)
- Check Number
- Issue Date
- Amount
- Payee Name

Please note:

Treasury will issue a check replacement affidavit, for the payee to complete. Affidavits must be notarized and cannot be modified.

# CR Deposits – Checks, Money Orders, Cash

- Transmittal forms MUST include contact name and direct phone # of individual able to modify/change the CR
- Remove stubs cleanly – avoid torn or folded edges
- Assure the MICR (character line at bottom of check) is complete, legible and not torn
  - Otherwise, not eligible for deposit
- Include adding machine tape showing total is correct and matches CR and Transmittal form
  - Please replace adding machine ribbon, to assure it is legible

# CR Deposits – Checks, Money Orders, Cash

- Verify that written dollar amount and courtesy (number box) match
- One CR may have multiple checks associated with it and include multiple accounting lines
  - It is not necessary to create one CR for each check being deposited
- One CR per deposit type  
(i.e. one for cash, a separate one for checks, a separate one for foreign checks, or one for EFTs and another for Wire/Fedwire deposit)
- Be careful to avoid sticky substances on checks or money orders



# CR Deposits – Checks, Money Orders, Cash

- Checks, Money Orders
  - Some scanned images are not legible because the print is too light
  - Please hand-write (with black or blue ink pen) the amount on the order or check on the face of the item
  - Avoid gel ink pens. It does not show on scanned item.

The image shows two versions of an International Money Order for \$25.00, comparing a scanned version with an actual photograph. The top section, labeled 'Scanned item', shows the document as it appears when scanned. The bottom section, labeled 'Actual item', shows the physical document with a blue ink pen used to write the amount '25.00' on the right side. The money order is from MONEYGRAM PAYMENT SYSTEMS, INC. and is payable to the order of [REDACTED]. The scanned version has very faint text, while the actual item is clear and legible.

**Scanned item**

INTERNATIONAL MONEY ORDER

To Validate: Touch the stop sign, then watch it fade and reappear

PAY TO THE ORDER OF / PAGAR A LA ORDEN DE: [REDACTED]

IMPORTANT - SEE BACK BEFORE CASHING

25.00

**Actual item**

INTERNATIONAL MONEY ORDER

To Validate: Touch the stop sign, then watch it fade and reappear

PAY TO THE ORDER OF / PAGAR A LA ORDEN DE: [REDACTED]

IMPORTANT - SEE BACK BEFORE CASHING

06/02/2016

20654508107

MONEY ORDER - MM

\*\*\* 25.00 \*\*\*

TWENTY-FIVE DOLLARS 00 CENTS

25.00

60528127401234

1667100154133107



# CR's – EFT's

- Agency receiving EFT must create CR and have it approved by Treasury to have access to the dollars received
- Create CR for the amount anticipated from the EFT deposit and get it approved internally
  - Send email to [TreasuryAccounting@ky.gov](mailto:TreasuryAccounting@ky.gov) for anticipated electronic payment. Include the following:
    - Anticipated Date
    - Amount
    - Name of Entity
    - Name of Program/Agency receiving funds

# Establishing EFT's Paying You

- Please request the entity/business/individual initiating the payment to include an easily identifiable abbreviation of your agency **or program** in the INDIVIDUAL NAME Field (up to 20 char including spaces)
  - Ex. KY-ABC -- Alcoholic Beverage Control
  - Ex. KY-BOArch – Kentucky Board of Architecture
- If entity is able to send addenda information through their EFT, ask for additional information (up to 80 char including spaces)
  - Invoice number
  - Division of your agency

# EFT/Account Fraud Awareness

ALWAYS verify  
account information  
through a known  
telephone number  
when receiving  
payment information,  
especially if different  
than anticipated



# Questions ?



# Soft Go Live



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# Soft Go-Live 3.11



**Financial Soft Go-Live  
Week of April 16 - 23**

# New Year Table Initialization (NYTI)

- Planned for Saturday, April 14, 2018
- Copies active FY2018 COA records from eMARS 3.10
- Populate COA tables in eMARS 3.11 for FY2019
- Effective dates on FY19 records will be blank
- Clean Up
  - Add Effective dates to FY19 records if applicable
  - Dual entry may be needed after April 14, if applicable



# Soft Go-Live 3.11

- Select User Access
- No Encumbrances/Accounting Events
- COA and Accounting Templates/Profiles will be loaded
- A large number of vendor records will be loaded
- OPS will begin loading MAs

# Award Documents

## ➤ PO, PO2, CT, CT2, PON2

- If document was created in 3.10 and **will** be paid in full by August 31, 2018 **do not** create in 3.11
- Payments for these documents will use cited authority **EMARSCONVERSION2018.**
  - Attach a pdf of the award to the PRC
- If document was created in 3.10 and **will not** be paid in full by August 30, 2018, the Agency or FAC must recreate in 3.11
- Agency must advise FAC of CT's to be created in 3.11

## ➤ MA

- FAC will create
- Attachments will include most recent renewal documentation and most recent Attachment A, at a minimum
- Other documentation can be obtained from 3.10 as necessary

# Delivery Orders

- Open DOs against open MAs that will not be paid in full by August 31, 2018 must be recreated in 3.11 by the agency
  - Shopper (SHOP) will be available for DO creation only on June 20
  - DO3s/DO4s from 3.10 can NOT be recreated as it will generate a second PunchOut order
- If DO/DO2 was created in 3.10 and **will** be paid in full by August 31, 2018 **do not** create in 3.11
  - Payments for these documents will use cited authority **EMARSCONVERSION2018.**
    - Attach a pdf of the award to the PRC

Cited Authority	Agency
KRS177.035 - Cost of relocation of publicly-owned equipment	Department Of Highways
KRS177.280 - Agreements of local government units	Department Of Highways
KRS277.065 - Railway grade crossing maintenance payments	Department Of Highways
KRS39A.030 - Grant activity-Div of Emergency Mgmt	Department Of Military Affairs
EMW-2017-SS-00016 - FFY 2017 Homeland Security Grant Program	Office Of Homeland Security
KRS 65.7631(2) - CMRS Grant Funds	Office Of Homeland Security
KRS177.280 - Agreements of local government units	Various
KRS45A.690(1)(D)11 - Other Agreements-Not MOA	Various
KRS45A.690(1)(D)4 - University Agreements-Not MOA	Various
KRS45A.690(1)(D)7 - Nonfinancial Agreements	Various

# PO2 → CTRP1

Cited Authority	Agency
KRS56.800 – Property Rental	Various
KRS45A.300(4) – Interagency Real Property Lease	Various
FAP220-15-00 Acquisition of Real Property	Various

# Personal Service Contract RFP's

## ➤ RFP's for PSC's closing in 3.10

- Issue RFP in 3.10
- Complete SR/SRW & EV in 3.10 to obtain PON2 ID.
- Use that PON2 ID when creating PON2 in 3.11. This will maintain the relationship between the 3.11 PON2 and the 3.10 solicitation documentation.
  - Alternative – Attached Determination and Finding (D&F) and proposals referencing the 3.10 RFP ID to 3.11 PON2. **The 3.10 RFP ID must be included in a document comment on the 3.11 PON2**
- If you need to create and assemble a PON2 in 3.10 to obtain a contractor signature, do not submit the 3.10 document for approval. Recreate the document in 3.11 and submit for approval. They must be submitted for approval by 6/26/18

## ➤ RFP's created in 3.10 but closing after 6/27/18

- Recreate the RFP in 3.11 on July 5<sup>th</sup> with the original effective date and closing date

# PON2

- Create PON2's for FY19 in 3.11
- Final day for PON2 approval in 3.11 is June 26<sup>th</sup> – 4:30 pm
- PON2's that are final in 3.11 on June 26<sup>th</sup> will be on the GCRC July Agenda.
- REMEMBER- PON2's exceeding \$250,000 and PON2's for legal services require additional approvals



# Fresh, Clean, New

## ➤ Award Documents

- The PO2 is being replaced by CTRP1 and SC. PO's will be used for standard goods and non-professional services

## ➤ Commodity Codes

- 3 digit Class Code, 5 digit Class/Item Code
- Professional Service Codes exclusively for PSC's (example: 918PS)

## ➤ Procurement Types

- Number of Procurement Types reduced from 26 to 20

## ➤ Business Types

- Number of Business Types reduced from 36 to 14

## ➤ Unit of Measure

- Baseline UOM and UOM added for PunchOut Contracts

## ➤ RQS Encumbrance

- No Pre-encumbrance on RQS Documents

# Fresh, Clean, New

## ➤ PLOC

- Procurement Location codes will begin with the department number followed by 3 numeric digits

## ➤ Procurement User, Buyer, Manager

- The Procurement User table (USER) will be set up with all eMARS users
- The Buyer table (BUYR) and Manager table (MANG) will be set up based on active buyers and managers

## ➤ Cited Authorities

- Obsolete codes removed

# Questions ?



# Vendors



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# Why?

- Clean up and reduce number of vendor records
- Clean up inaccurate data sent to IRS
- To encourage use of EFT payments rather than paper checks (when possible)

# Process Changes

- Vendor approval time will be longer due to IRS match process
  - W9 may be requested
- Vendor modification process will be explained in required vendor training
- New vendor numbers (will start with 'K')
- Vendor registration/modification form

# Process cont.

- Required training for users to create vendor documents
  - Training scheduled for 4/4 and 5/2
  - Security will not be granted until completion of the training.



# New Functionality

- Financial Transaction History available on VSS- encourage the vendors you do business with to activate their accounts to view payment and contract activity online.

# Employees

- Employee file no longer linked with KHRIS
- 16,000 employee records have been imported into eMARS 3.11
- Employees who “travel” will need to be registered as a vendor in eMARS
- Employee ID will continued to be used
- Employee can use VSS to update/maintain their account

# Vendors

- 25,000 vendor records have been imported into eMARS 3.11
  - Import Criteria:
    - Active contracts/payments and passed IRS validation.
- Major consolidation for vendors with multiple accounts.

# Vendors cont....

- All Address, Contact and EFT information will need to be verified/updated by you when 3.11 is available.
  - **It will be your responsibility to ensure all information is updated and correct.**
  - All vendor records should be corrected/updated by 6/27 in order to avoid delays in payments.
- The Controller's Office will provide a list of currently used vendors.
- A cross-walk will be provide to map "old" vendor number to "new" vendor number

# Checkwriter/Interface

- Vendors who are used for Checkwriter/Interface Payments will be imported with new vendor numbers.
  - This will require updates in respective programs
- Checkwriter/Interface IDs will be updated to a modern naming convention.
- The Controller's Office will be reaching out to those agencies in the upcoming weeks.

# Be KIND/Patient

- The vendor file will evolve over the next few months. More will be added and updated.
- If “your” vendor did not get imported, don’t worry we will work with you to get them added.
- Customer/Internal accounts will be created between April and June.

# 2018 Fiscal Year End



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# 2018 Fiscal Year End

- **No Period 13 for 2018**
- **Soft Close Per 12: June 27, 2018**
- **Hard Close Per 12: June 30, 2018  
12:00 PM**
- **No Period 13 for 2018**

# 2018 Encumbrance/Pre-Encumbrance LAPSE

- Scheduled to begin Year-End/Cutover, June 27 - July 4, 2018
- All **non-capital** encumbrances/pre-encumbrances will lapse, thus closing the award/RQS
  - CBDL Documents
  - User ID **ENCROLL**
- All **Capital** encumbrances/pre-encumbrances will lapse, thus closing the award/RQS
  - CBDL Documents
  - User ID **ENCROLL**
- Clean Up now

# Payments

- Last Day to make payments in eMARS 3.10 is Wednesday, June 27, 2018
  - Non-Check Writer Payments
- Make every effort to get your payments in by June 27
- Payments not submitted by this date must be made in eMARS 3.11 beginning July 5 (FY2019)
- Final payments against lapsed awards that are received prior to August 31, 2018 may be paid on PRC
  - Use cited authority **EMARSCONVERSION2018**
  - Attach pdf of corresponding 3.10 award to the PRC
- Last day for Check Writer Files – Friday, June 29, 2018 12:00 PM

# Follow Through

- Review the AD/EFT Exception report to ensure payments have been disbursed
  - AD/EFT report is posted daily at:  
<http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx>
  - FY18 payments on the AD/EFT Exception report after soft close (June 27) will be closed by the Office of the Controller – **Vendor will NOT receive payment**
    - CRC will Post the FINAL 3.10 AD/EFT report on June 28

# Journal Vouchers

- JV documents may be created prior to hard close as usual (June 28 – June 30)
  - Will not require SAS override
- Will NOT be able to move funds between Fiscal years

# Cash Receipts

- Submit CR documents as early as possible
  - CRs must be approved at the agency level and submitted to Treasury
  - All **physical items** (cash and check) CRs must be approved **and delivered** to Treasury by **COB on 6/27/18**
    - Allows time to finalize the deposits
    - Make any necessary corrections to CRs
    - And have the receipts posted to FY2018 balances
  - For questions or concerns regarding the cash/check CRs timeline, please contact Mike Burford  
(502.564.8841 – Mike.Burford@ky.gov)
  - For questions or concerns regarding the EFT/Wire CRs, please contact Mellissa Duvall  
(502.564.8847 - TreasuryAccounting@ky.gov)

# Allotments

- All Allotments must be in the black by the end of the Fiscal Year
- During closeout, agencies should utilize the budget screens in eMARS as reports within eMARS Reporting or MRDB2 are a day behind and do not include pending amounts
  - BQ3LV1 (Appropriation)
  - BQ3LV2 (Allotment)
  - BQ3LV3 (Object Allotments)



# Fixed Assets

- Physical Inventory of Fixed Assets Due May 31, 2018
- Fixed Asset Cleanup
  - Fixed Asset shells \$5,000 and above must be processed by June 29, 2018
  - Draft FA shells will not be converted to 3.11
- Questions contact:

Jessica Pinkston

502-564-8769

[Jessica.Pinkston@ky.gov](mailto:Jessica.Pinkston@ky.gov)

# SAS Closing Package/SEFA Training

## ➤ Closing Package

KELMS Code	Date	Time
39758ILTFPB-CAFR-0008	May 21, 2018	1pm – 4:30pm
39758ILTFPB-CAFR-0009	May 22, 2018	8am – 11:30pm
39758ILTFPB-CAFR-0010	May 22, 2018	1pm – 4:30pm
39758ILTFPB-CAFR-0011	May 23, 2018	8am – 11:30pm
39758ILTFPB-CAFR-0012	May 24, 2018	8am – 11:30pm
39758ILTFPB-CAFR-0013	May 24, 2018	1pm – 4:30pm
39758ILTFPB-CAFR-0014	May 25, 2018	8am – 11:30pm

## ➤ SEFA

KELMS Code	Date	Time
39758ILTFPB-SEFA-0007	June 4, 2018	1pm – 4:30pm
39758ILTFPB-SEFA-0008	June 5, 2018	8am – 11:30pm
39758ILTFPB-SEFA-0009	June 5, 2018	1pm – 4:30pm
39758ILTFPB-SEFA-0010	June 6, 2018	8am – 11:30pm
39758ILTFPB-SEFA-0011	June 7, 2018	8am – 11:30pm
39758ILTFPB-SEFA-0012	June 7, 2018	1pm – 4:30pm
39758ILTFPB-SEFA-0013	June 8, 2018	8am – 11:30pm

➤ Please contact your eMARS Training Team Lead (TTL) for registration

# Questions



# New Year eMARS 3.11



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# To Encumber or Not to Encumber

- Encumbrances reserve budget for future spending
  - PR05 Event Type – Encumbrance/Accounting
- Encumber only when necessary
  - Ensure encumbrance is fully liquidated with final payment
- Never Encumber more than one FY at a time
- Use PR07 Event Type(non-accounting) for DO/DO4

# Allotments

- Agencies may begin to submit their 2019 FY allotments in KBUD any time after May 1, 2018
- FY2019 Budgets will not be loaded into eMARS 3.11 until Cutover (July 1 -4, 2018)

# Cash Overrides

ALL agency cash overrides **MUST** be reviewed annually and submitted on a SAS14 to the Office of the State Budget Director





# Open for Business



- **3.11 Go-Live July 5, 2018**
  - **FY 2019, Period 1**
- **eMARS 3.10 becomes read-only**
  - **Separate URL and login**

# Questions ?

